



**DEPARTMENT OF THE NAVY**  
NAVAL FACILITIES ENGINEERING COMMAND  
WASHINGTON NAVY YARD  
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WASHINGTON, DC 20374-5065

IN REPLY REFER TO  
ACQ 021  
10 Jun 99

**MEMORANDUM FOR DISTRIBUTION**

Subj: NAVFAC PURCHASE CARD PROGRAM (99-24)

Ref: (a) NAVSUPINST 4200.94 (Draft)  
(b) NAVFAC memo 4200 Ser 111F/97-35 (7-97)

1. Recent changes to the processes used under the NAVFAC Purchase Card Program have generated an extra ordinary level of interest and data calls regarding use and administration of the card. Conversion from a paper based to a paperless billing and payment process is almost complete and will serve to ensure prompt, accurate payment of invoices and a significant reduction in delinquencies and late interest payments by the Department of the Navy to CITIBANK. This effort, combined with the bulk funding and contractual rebate tools, will result in major savings both in terms of actual expenses and man-hours.
2. Our field activity level Agency Program Coordinators (APCs) coupled with our level three Purchase Card Coordination Office located at the Naval Facilities Engineering Command Contracts Office (NAVFACCO), Port Hueneme have made substantial inroads to bring the new system on-line. However, your cooperation is requested in order to ensure that some current issues are resolved quickly. Outstanding balances with Rocky Mountain and U.S. Bank need to be liquidated. Resolution of the outstanding balances, both credits and debits, is a current focus issue at the DOD level. Oversight has been and will continue to be intense until they are cleared.
3. APC personnel under your jurisdiction, as well as Approving Officials and Cardholders, need to be reminded that the guidance in reference (a) and subsequent revisions needs to be followed. Exceptions are identified in reference (b). The importance of successfully carrying out the Program to this office and down through the chain of command needs to be reinforced.
4. Adequate training for applicable personnel is necessary for the Program to be successful. On-line training courses for all levels of personnel are available. APCs have been informed of these and other available avenues. To compliment those programs, Navy-wide training conferences are being scheduled for July on the East and West Coast. Key Program personnel including APCs, AOs and financial management are to attend. Selected cardholders may attend at the discretion of the activity. The NAVFACCO Purchase Card Coordination Office has provided guidance to the field regarding the particulars of the conference and registration information.
5. To summarize, the NAVFAC Purchase Card Program is a vital acquisition reform tool for our customers. It has significantly reduced our infrastructure expenses in acquiring low cost items

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through the system. As new uses come on-line, such as employment of the card as a method of payment, it is important that we optimize use of those tools by ensuring adequate, qualified personnel are available to implement and administer the Program. This includes identification of an alternate APC to cover periods when the assigned APC is not available. Your support in making this program successful is requested. For further information, contact Eric Duncan at (805) 982-5066 or e-mail [DuncanER@slc.navfac.navy.mil](mailto:DuncanER@slc.navfac.navy.mil).

A handwritten signature in black ink, appearing to read "Robert R. Boyer".

ROBERT R. BOYER  
Director, Acquisition

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EFD/EFA CCOs